



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
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ZELIA BAUGH  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** MH Specialist III  
(Autism Coordinator) **NUMBER:** 11-12

**JOB CODE:** A6500 **DATE:** 10/14/11

**SALARY RANGE:** 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8802096

**JOB LOCATION:** **Administrative Base:**  
Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130-1410  
**Work Location:**  
To Be Determined

**QUALIFICATIONS:** Master's degree in a human services field including but not limited to the following disciplines below:

Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, as well as any related academic disciplines associated with the study of Human Behavior, Human Skill development or basic human care needs, plus considerable experience (48 months or more) in the developmental disabilities field, including experience (24 months or more) in an administrative or supervisory capacity. *Preference will be given to applicants with experience in the provision and or administration of services to individuals with Autism Spectrum Disorders (ASD).*

**NECESSARY SPECIAL REQUIREMENTS:** Applicant must be licensed if professional field requires licensure.

**KIND OF WORK:** This is advanced professional and administrative work with the Alabama Department of Mental Health, Division of Developmental Disabilities. The primary function of this position will be to support and coordinate the activities of the Alabama Interagency Autism Coordinating Council (AIACC), which represents various systems of care that serve, support, or represent families and individuals with Autism Spectrum Disorder (ASD) across the lifespan. Through the DMH, as lead agency of the Council, and with the AIACC, the Autism Coordinator will conduct key activities at the state level to coordinate a system of care for individuals with ASD.

Responsibilities will include bringing key agencies and stakeholders together for systems improvement; conveying the needs and wants of consumers to the AIACC; assisting to locate and obtain funding/write and manage grants; and representing and advocating for the needs of families and individuals with ASD. The Coordinator will work within the DMH to develop capacity within existing service structures to better serve individuals with ASD and related disabilities. Employees in this class will also design and implement professional presentations (workshops, seminars and meetings) on ASD related issues throughout the state to inform individuals, agencies, potential providers, practitioners, community groups and others.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of child development and best practices in the field of ASD. Knowledge and understanding of ASD issues across the lifespan of the individual. Knowledge of state government and non-governmental agencies that provide services to individuals with ASD. Knowledge and understanding of state and federal rules, regulations, and initiatives regarding ASD and related subject matter. Ability to write and manage grants. Ability to effectively collaborate, negotiate, and resolve conflict with stakeholders. Ability to interact with consumers and families and advocate for their needs. Ability to express ideas clearly, both orally and in writing. Ability to maintain accurate records and develop reports. Skilled in the use of a personal computer and Microsoft Office software. Ability to travel with some regularity.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE:** November 4, 2011